

# Your guide to using MS Teams at Planning Panels Victoria

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**VICTORIA**  
State  
Government

Planning  
Panels  
Victoria

Thank you for participating in a public planning panel hearing through video conference using MS Teams.

MS Teams allows people in different geographic locations to meet in a single online location.

Whether you are a party or a member of the public observing proceedings, this guide advises on what you on how to prepare for, and participate in the process:

1. before the hearing
2. on the day of the hearing
3. during the hearing.

# 1

## Before the hearing

- Planning Panels Victoria will send a Microsoft Teams (MS Teams) invitation to email addresses provided by each party.
- If you have not previously provided your email address or contact number (or did not receive an invitation) and seek to participate or observe, please contact [planning.panels@delwp.vic.gov.au](mailto:planning.panels@delwp.vic.gov.au) and quote the planning scheme amendment or advisory committee matter.

- Download the MS Team Application if you want to use additional functionality such as sharing documents which is not available in the web version. You do not have to have an account – you can sign in as a guest.
- If you do not want to download the application, you can to use the web version of MS Teams through your web browser (e.g. Google Chrome, Microsoft Edge, etc) of your desktop or laptop computer.

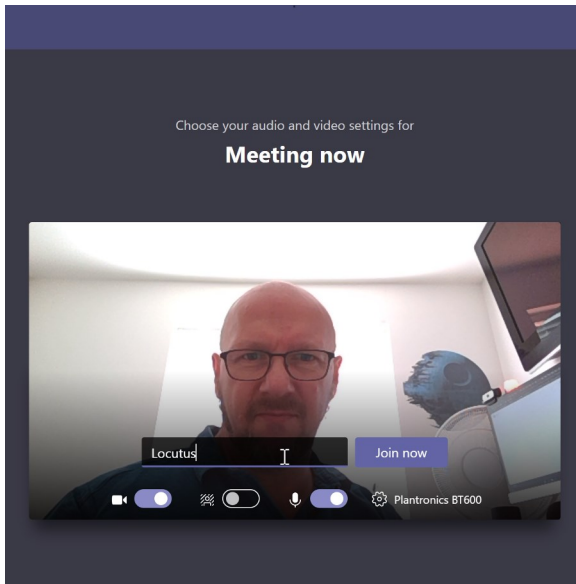
**Internet Explorer and Mozilla Firefox do not support MS Teams.**

- If you have the MS Teams application installed, MS Teams will recognise this and used the installed software.
- If you are using a tablet or smartphone, you will need to download the MS Teams application.
- Each participant in the hearing who seeks to view the hearing should have their own device.
- It is recommended that you test your audio and video configuration and connection quality.

# 2

## On the day of the hearing

- To join the Directions Hearing or Hearing, click on the 'Join Microsoft Teams Meeting' link in the email or calendar invitation. Ensure you click the join link at least 10 minutes before the scheduled start time.
- Use that time to check that your audio and video are working correctly.
- After 'joining' the video Hearing, you will enter a virtual lobby. Ensure your microphone is muted by clicking the microphone icon. A line will appear through the microphone icon confirming that your microphone is muted.
- If you are observing and not participating, ensure your microphone is muted and your camera is turned off by clicking the microphone icon and camera icon. A line will appear through the icons confirming your microphone is muted and camera are switched off.
- Type in a name and click 'Join now'.
- You will now have joined the hearing.
- When the Chair is ready to commence the hearing, you will see their video appear.

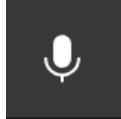


# 3

## During the hearing

### Audio settings

To minimise background noise, please keep your microphone on mute unless you need to speak.



To unmute your microphone, click 'Unmute' (microphone icon).

When the line through the icon disappears, people in the hearing can hear you.

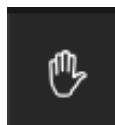
### Visual settings

To focus on a particular video such as a Member or expert witness at all times, you should 'pin' their tile to your screen.

Multiple videos can be 'pinned' at once. To do this, right click on the individual's tile and select 'pin'. If you change your mind, right click again and select 'unpin'.

### Speaking

Generally, nobody should interrupt someone who is presenting their submission or asking a witness questions. The Panel will let you know when you can speak.



Should you need to raise something with the Panel, select the hand icon 'raise hand' in the control bar. This will place a gold hand icon on your video feed.

When the Chair has responded, you should

lower your hand by selecting the hand icon again.

The meeting chat banner will appear on the right-hand side of your screen. Type a question mark symbol (?) in the message field and click 'Send' (paper plane icon).

The Chair will see it and respond verbally at the appropriate time.

When the Chair has responded, you should lower your hand by selecting the hand icon again.

### Asking a witness questions

The questioner and the witness should allow at least a few seconds between questions and answers.

### Private instant text message

MS Teams provides the capability to send private instant messages to participants however:

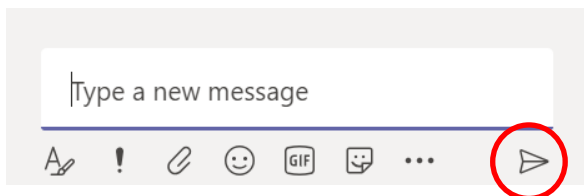
- you should not privately message another party without their permission or unless directed to do so
- you must not privately message any member of the Panel.

## Sharing documents

If you would like to share a document with participants, you should first seek permission from the Panel Chair.

Share a document by clicking 'Attach' (paper clip icon) in the meeting chat banner.

Select the item you would like to upload from your computer and click 'Send' (paper plane icon).

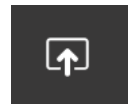


## Sharing your screen

If you would like to openly share your screen with others, you should first seek permission from the Panel Chair.

**You cannot share your screen if you joined MS Teams through the web browser.**

Click 'Share' (arrow up icon).



Select what you wish to share from the options provided. To display a file from your computer, select 'Browse', then 'Upload from my computer'.

When you are ready to stop sharing your screen, select 'Stop sharing' (cross icon).

